



MANAGER'S RECRUITMENT AND SELECTION INFORMATION KIT

September 1999

INTRODUCTION

This Kit is provided to help Managers and Selecting Officials accomplish recruitment and selection functions. It was jointly prepared by your servicing Human Resources Office (HRO) and the Human Resources Service Center, Southwest (HRSC-SW).

To facilitate the recruitment and referral process, the HRSC-SW uses the STandard Automated Inventory and Referral System (STAIRS). The Department of the Navy uses the commercial product Resumix as the STAIRS implementing software. Resumix' sophisticated artificial intelligence matches the skills in applicants' resumes to the skills requirements of specific vacancies. The system is used to develop referral lists of candidates for you. It also generates various letters to applicants. (STAIRS is not used to manage the delegated examining process when recruiting candidates from the general public.)

INITIATING YOUR RECRUITMENT

When you are ready to fill a vacancy, you begin the recruitment process by submitting a request for personnel action either directly to your HRO via an electronic PERSACTION (PPI) or indirectly through the appropriate office in your activity designated to submit a PPI request. In order to target your recruitment and to find high quality candidates, the information listed below should be submitted with your PPI. Your HRO advisor can help you develop it.

- Recruitment strategy: What recruitment sources would you like the HRSC-SW to use? In developing the strategy, you will need to consider such factors as your activity requirements, pertinent union agreements, workforce diversity, and probable sources of candidates. Your sources may include current Federal employees, external applicants such as VRA eligibles, outstanding scholars, student appointees, etc., or applicants who have not previously worked for the government. Your HRO advisor will assist you in identifying the sources available to you.

- Description of duties: Are there any special duties or task requirements of the position that are not reflected in the position description? With position descriptions and/or demonstration project level descriptors being very generic, you will need to provide specific information about the vacant position in order to ensure that skills requirements are adequately identified. Keep in mind that any

such requirements must be supported by what the position description says. You still need to be sure your position description is up to date.

- Area of consideration: How widely would you like HRSC-SW to search for candidates? You may want to limit the search to your activity or a segment of your activity, or you may want to search in a wider area. Your HRO can assist you in identifying any local policies which may impact this decision.

- Search option: Within STAIRS, what search option do you want the HRSC-SW to use? An applicant search is normally done using the occupational series of the vacancy being recruited. However, if that search fails to yield a sufficient number of well qualified applicants, wider search options may be used (e.g., search of related occupational fields or the entire database). If too few candidates are located in the initial search, an HRSC specialist will contact you to see if you want to widen the database search.

- Cutoff date: Are you ready to recruit? The cutoff date for referral is set when the PPI is received in HRSC-SW. Therefore, you should only submit your PPI when you are actually ready to recruit. PPIs are not held in HRSC-SW to meet future cutoff dates.

- Special coordination requirements: Are there any special recruitment efforts that need to be coordinated for your vacancy? You may want to place a newspaper or trade magazine advertisement or to have a delegated examining announcement issued for your vacancy at the same time that you would like to see candidates from the STAIRS inventory. If you want to coordinate the timing of these events, you should note this on your PPI.

- Permanent Change of Station (PCS) expense authority: Are you authorizing payment of PCS costs? This might be an issue for your selectee if he/she will be relocating. The decision needs to be made in advance and noted in your PPI to ensure that your activity does not incur an obligation to pay the expenses when you do not explicitly intend to do so.

- Specific position requirements: Are there specific requirements that applicants must meet to be basically eligible for the position? This might include such variables as acquisition certification, maximum entry age for initial appointment to firefighter or air traffic controller positions, gender for health technicians, etc.

- Conditions of employment: What are the conditions of employment which candidates need to be aware of when an offer is made? Examples include security clearance, shift work, travel, licensing, credentialing, drug testing, pre-employment physical examination, etc.

- Selecting Official contact information: Who should be contacted to discuss the job analysis and STAIRS skills set to be used? As described below, the HRSC-SW specialist assigned to fill your vacancy may need to contact you,

so you will need to provide the name, voice and fax phone numbers (DSN and commercial), and mailing address of the Selecting Official for the vacancy.

THE RECRUITMENT PROCESS

Once the recruitment request is received and Priority Placement Program requirements have been met, a specialist will contact you to discuss the job analysis and STAIRS skills set which will make up your crediting plan. A draft of the job summary and skills set will be created at HRSC-SW using the STAIRS technology and will be provided to you for your review and approval.

You have the opportunity at this point to review the list of skills and add those which you believe are missing or delete those which are not particularly critical to the position or which would not likely make distinctions among candidates. Your specialist will work with you on this process.

After you have settled on and approved the skills set to be used, the HRSC-SW specialist will use STAIRS to match the position skills to the skills of those applicants who meet the search parameters (e.g., area of consideration, sources, search option, etc.) which you specified in your PPI.

If you have an established skills set for this same position, you will be provided with a copy of what you previously approved so that you can review it to be sure it still meets your needs.

THE REFERRAL LIST

The list (called a “certificate”) of candidates for you to consider will be sent to your HRO for forwarding to you along with copies of the applicants’ resumes. You may have several lists to select from depending on what sources you chose to consider. Each certificate will contain instructions on the proper way to consider and mark your selections. Your local HRO advisor will be happy to answer any questions you may have about the selection processes associated with the different referrals you may receive.

The resumes you will receive are printed from what has been entered into STAIRS. Because some resumes are submitted to HRSC-SW via e-mail, the product you see with your referral list may not be what you might normally expect a resume to look like. Likewise, hard copy resumes which are scanned in and read via an Optical Character Recognition (OCR) process could contain OCR errors. You should not consider this as an indication of the applicant’s presentation of him/herself or of the applicant’s ability to spell and punctuate. Rather, you should look at the resumes for substantive content.

MAKING SELECTIONS

There may be local requirements concerning use of a selection panel, whether or not interviews are required, need for review or other issues associated with making a selection. You need to adhere to such local requirements. Your HRO specialist can advise you if there are any that apply to your situation.

You should indicate alternate selections on your certificate(s). In the event your first choice of selectee is not available, this will allow HRSC-SW to proceed with making a job offer without delay.

RETURNING THE REFERRAL LIST

When you have made your selection, return the certificate and the copies of the resumes to your HRO. HRO will assist you in determining an appropriate effective date to request, assist you with any pay setting issues, and forward the selection to HRSC-SW.

To assist both HRO and HRSC-SW to assess and improve the service provided, please complete and return the Customer Satisfaction Survey which is included with your certificate(s).

JOB OFFER

The HRSC-SW specialist will verify all regulatory requirements and make the job offer to your selectee when the certificate is received. You should not make a job offer yourself.

A FINAL NOTE

If the initial process does not yield candidates you are interested in, your HRO advisor can assist you in determining appropriate alternatives to be pursued.

HOW THE PROCESS WORKS

◇ SELECTING OFFICIAL

- Reviews the job requisition requirements (see below)
- Updates or develops Position Description or PAC
- Completes PPI and job requisition requirements
- Obtains approval from appropriate officials
- Forwards recruitment package to Human Resources Office
(recruitment package includes SF-52, job requisition requirements, Position Description/PAC)

◇ Human Resources Office (HRO)

- Reviews job requisition requirements and Position Description/PAC
- Clears the Repromotion List (which includes the Limitation Database in accordance with the Americans with Disabilities Act (ADA)), and annotates Repromotion List cleared on the the PPI.
- Forwards job requisition requirements and PPI to Human Resources Service Center, Southwest (HRSC-SW)

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- Determines priority placement program requirements
- Determines required and desired skills of the position with Selecting Official based on PD/PAC/duties statement
- Runs Resume search
- Reviews the “list”, TIG restrictions, DAWIA, etc., prior to generating referral certificate
- Forwards referral certificate with resumes to the HRO
- Establishes case file

◇ SELECTING OFFICIAL

- Receives referral certificate and resumes from HRO
- Schedules and conducts interviews if applicable
- Selects the best qualified applicant
- Forwards referral certificate with selection and proposed effective date to HRO

◇ Human Resources Service Center, Southwest (HRSC-SW)

- Receives referral certificate with selection from HRO
- Ensures that all preemployment conditions of the position have been met (medical exam, security clearance, drivers license, etc.)
- Make Job Offer
- Coordinates entrance on duty (EOD) date
- Coordinates inprocessing procedures with selectee, gaining organization and HRO
- Finalizes case file
- Sends letters to those referred but not selected
- Updates automated system with selectee’s name
- Completes Notice of Personnel Action and forwards necessary documents to finance office

Job Requisition Requirements

- ✓ *Recruitment strategy: What recruitment sources would you like the HRSC-SW to use? _____

- ✓ *Description of duties: Are there any special duties or task requirements of the position that are not reflected in the position description? With position descriptions and/or demonstration project level descriptors being very generic, you will want to provide information that is specific to the actual position to be filled in order to ensure that skills requirements are adequately identified. - **Attach a Duties Statement**
- ✓ *Area of consideration: How widely would you like HRSC-SW to search for candidates? _____

- ✓ *Search option: Within STAIRS, what search option do you want the HRSC-SW to use? (only those applicants who expressed interest in the series of your vacancy, or those who expressed interest in job family, or anyone in the entire inventory who has skills which match your position.)

- ✓ *Cutoff date: Do you want a specific cutoff date for applications? (usually the date the PPI is received in the HRSC-SW). If you want to specify some other date, you must indicate that in your PPI submission. _____
- ✓ *Special coordination requirements: Are there any special recruitment efforts that need to be coordinated for your vacancy?

- ✓ *Permanent Change of Station (PCS) expense authority: Are you authorizing payment of PCS ? _____
- ✓ *Specific position requirements: Are there requirements that applicants must meet to be basically qualified for the position? This might include such things as acquisition certification, maximum entry age for initial appointment to firefighter or air traffic controller positions, gender for health technicians, etc. _____

- ✓ *Conditions of employment: What are the conditions of employment which candidates need to be aware of when an offer is made? Examples include security clearance, shift work, travel, licensing or credentialing, drug testing, pre-employment physical examination, etc.

- ✓ *Selecting Official contact information: Who should be contacted to discuss the job analysis and STAIRS skills set to be used? As described below, the HRSC-SW specialist assigned to fill your vacancy may need to contact you, so you will need to provide your name, voice and fax phone numbers (DSN and commercial), and mailing address.

NAME: _____ CODE: _____

PHONE _____ FAX _____